



Community Assistance Office

# FAMILY SELF SUFFICIENCY VISTA PAIUTE JOB PREP NEWSLETTER

VOLUME 3, ISSUE 3

MARCH 2006

## "THE P.A.T.H. YOU TAKE—

Passion, Attitude, Teamwork, Honor" is this year's annual spring conference theme encompassing those favorable qualities that enable you to succeed with your goals. This year the conference is scheduled on Saturday, April 1, from 8am-4pm at Mesa Community College, Kirk Student Center, 1833 W. Southern Avenue.

It is an all-day excursion away from domestic responsibility where you can choose to attend a series of workshops that focus on personal development, employment, family matters and homeownership. During times between workshops, you can hit up various nonprofit agencies at the resource tables where there is often free stuff

available to you such as pens, pencils, highlighters, magnets and more, not to mention a ton of valuable information you'll receive just for stopping by.

Conference highlights include credit counseling, breakfast, financial fitness, lunch, resume writing and a raffle. Deborah Chapman will be returning for the umpteenth year to present the ever so popular "Taking a Leap of Faith" workshop, and newcomer Cynthia Henry will be discussing "Mental Health 101."

If you have never been to a conference before, then you are in for an experience. Aside from getting an opportunity to meet with your peers, the conference is essentially set up to provide you with

workshop options so there is not any specified agenda you are required to follow. You are encouraged to attend only those workshops you feel you will benefit from. Your time is just as valuable as anyone else's, so choose accordingly.

In addition, a featured speaker is scheduled to present while you lunch, so the conference, as a whole, is jam packed with everything you may need to either take a new direction towards self sufficiency or continue down the path towards achieving your goals.

There is a \$5 registration fee for FSS and VPJPP participants, \$10 for non-FSS and VPJP. Call your FSSS for details.-SC



Top: Resource tables

2003 FSS CONFERENCE  
PICS: Top: Free food is an added bonus. Above and right: Workshops are in fact, just that.



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## SPECIAL POINTS OF INTEREST:

- **Wondering where your resume goes?** Find out which online employers tell you exactly where you stand in the application process.
- **With the Earned Income Tax Credit,** you may be able to squeeze a sizable refund. Find out where to go to file for free.
- **Scottsdale's very own scholarship program** for low-income families who are looking for an affordable summer program for the kids.
- **Test your skills with three different puzzles:** Seek-N-Find, Crossword and Sudoku.

## WHAT'S A KSA?

The first time I read through a federal job posting, there was an entire section devoted to a full description of KSA's. The first thought that came to mind was, "Is this some kind of required certification specific to federal employment," but after reading further, it was apparent that KSA simply means knowledge, skills and abilities. The term "qualifications" is fast becoming replaced by "KSA." Still unsure as to what KSA really stands for? According to the

federal website <http://www.jobs.nih.gov/how2apply.asp>, knowledge is defined as an organized body of information obtained through education or previous experience, e.g., biology, accounting, etc.; a skill is a manual, verbal or mental trait that is directly observable, quantifiable and measurable, e.g., typing; an ability is the aptitude to perform an observable activity which results in a product or consequence, e.g., ability to communicate orally. Why KSA? A KSA

statement gives specific accomplishments and abilities tailored to the job qualifications. But don't start revising your resume just yet. KSA has not yet been incorporated into the traditional application process; however, be prepared to elaborate in all areas if needed. The lessons learned from all of this is to constantly revise your resume even if you have job stability and to continuously work on upgrading your skills to remain competitive in today's job market.-SC

## FIND OUT ABOUT YOUR APPLICATION STATUS...ONLINE

# Seek-N-Find

ODORFLADNAGONERS  
INGGBLACKRIDERSA  
ELRONDRIVENDELLM  
TORLSALOGELULERW  
TGALADRIELARWENI  
HEMUHARAGORNMNNS  
ALLMTONDERIOAYOE  
NGTORSENNFFEMWRTI  
NDTHANTGIAUOCEIT  
MONUEHIERRESINBO  
GTRTEMOTBAAGRINBL  
GOHOLTHSEMBEMAK  
NODIDLHLANIDIRIHI  
RENTDHEAARRKLENE  
NESSICODAIREMBPN  
BIRIMOROBNDTHEOM

Ever wonder what happens to your online application once it has been submitted? Where does it go? Who receives it? Most important, when will you hear back? You don't have to be in the dark anymore. Fortunately, there are employers, government, in fact, who have developed an application system that enables you to be able to view your application status online. The Maricopa County employment website requires that you create an account before you can start to apply. You must have an email address in order to create a log-in ID; however, once you have

established an account, apply away. You can create a free email account through either [www.hotmail.com](http://www.hotmail.com) or [www.yahoo.com](http://www.yahoo.com). It takes about a week before your application status is posted, sometimes even sooner depending on the department location. It's simple to understand your status with phrases such as "Not Selected For This Position" or "Routed To The Hiring Authority." There's even a reason indicated as far as your application status whether "Competitively Screened" or "Add To Certification List." If you have been added, it is safe to say you'll be called for an

interview, although keep in mind, this is still the government which translates to traditional delays in the hiring process. The State of Arizona website also allows applicants to check their status; however, if you were not selected to interview, the position is simply removed from your list of applications pending. Go to [http://www.maricopa.gov/human\\_resources/jobs\\_index.asp](http://www.maricopa.gov/human_resources/jobs_index.asp) for county job listings or <https://secure.azstatejobs.gov/pljb/azgovjobs/mainjb/applicant/index.jsp> for state employment vacancies to apply.-SC

Aragorn	Frodo	Peregrin
Arwen	Galadriel	Rivendell
Bilbo	Gandalf	Samwise
Black Riders	Gimli	Saruman
Boromir	Gollum	Sauron
Denethor	Hobbit	Theoden
Elrond	Legolas	Tolkien
Eomer	Meriadoc	
Eowyn	Middle-earth	
Faramir	Orcs	

## CONNECT WITH A CAREER AS A DIRECT SUPPORT PROFESSIONAL

Healthcare positions are on the rise and according to America's Career Info Net, there will be a 36% projected increase over the next 10 years. But what if you're not quite sure it's for you. Sure, job security is tempting, but if you don't like what you do, it could be a dead end situation. Before you decide to enroll in Healthcare 101, you have the option to test the waters before you decide to jump into a full-time course curriculum. Direct

Support Professionals (DSP) work exclusively with people with developmental disabilities. Similar to caregivers, DSP's assist with all aspects of personal care, home-making, transportation, establishing business relationships to advocate employment for disabled individuals and more. You gain hands-on experience and training while on the job with an opportunity for advancement. Hours are

flexible since services are provided round the clock. Sounds complicated but you probably already meet the basic qualifications to start your career. You must be 18 years or older with a valid ID, reliable transportation, proficient in English and the ability to pass a criminal background to obtain a fingerprint clearance card. See below for salary range.-SC

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**VISTA DEL CAMINO  
ONE STOP CAREER CENTER  
7700 E. Roosevelt  
Scottsdale, AZ 85257  
(480) 312-0062  
Located just south of  
McDowell Road, west of  
Hayden Road.**

## FEATURED EMPLOYERS FOR DSP'S

Skye Mercer, Director of Human Resources for TCH, The Centers for Habilitation, made a visit to our One Stop Career Center and provided a binder featuring 16 different employers aggressively looking for Direct Support Professionals (DSP). Each employer specifies training and benefit packages which include medical, dental and 401(k) with pay ranging from \$7.25 to \$10 hourly. Some of these

employers offer tuition assistance, voluntary short- and long-term disability and life insurance. TCH also includes pet insurance, pre-paid legal services and 60 hours of paid time off (PTO) after six months of full-time employment. In addition to the minimum qualifications mentioned above, these employers also require the ability to lift 50 lbs. Some of them offer bonus pay after training is completed. Locations are all over the

valley. The application process is outlined for each employer looking to hire immediately. Employers include Abrio, Aires, Arise, Inc., Aztec, Chandler-Gilbert ARC, CPES, Creative Networks, DDR, Marc Center, Soreo, STARS, TCH, Valley of the Sun School and Habilitation Center, the Mentor Network and the Tungland Corporation. To view this binder, come into the One Stop Career Center.-SC

The City of Scottsdale, along with the Governor's Task Force on Earned Income Tax Credit, is trying to get the word out about the *Earned Income Tax Credit* (EITC). Created by Congress in 1975, the Federal *Earned Income Tax Credit* (EITC) is a lump sum payment to low- and moderate-income workers. There are lots of people who qualify, but may not know about the program. In the 2003 tax year over 8,000 Scottsdale residents received the EITC, bringing an additional \$10 million into the local economy.

Does someone you know meet these requirements:

Makes less than \$35,263 (\$37,263 married filing jointly) with more than one child?

Makes less than \$31,030

(\$33,030 married filing jointly) with one child?

Makes less than \$11,750 (\$13,750 married filing jointly) with no children?

If so, a tax refund ranging from \$400 to \$4,400 may be available!

**FREE AARP TAX AIDE SITES** are available in Scottsdale at the following locations:

## Civic Center Senior Center

7375 E. 2nd Street  
(480) 312-7702

*Dates & Hours:*

February 1st to April 17th  
By appointment only  
Monday through Friday  
8:30am to 4:30pm

## Via Linda Senior Center

10440 E. Via Linda  
(480) 312-5810

*Dates & Hours:*

February 1st to April 14th  
By appointment only  
Monday through Friday  
8:30am to 12:30pm

## Paiute Neighborhood Center

6535 E. Osborn Rd.  
(480) 312-2529

*Dates & Hours:*

February 2nd to April 14th  
By appointment only  
Thursdays  
8:30am to 12:30pm  
Fridays 8:30am to 4:30pm

For the location of other free tax sites throughout Maricopa County, please call Community Information and Referral at (602) 263-8856.



# BREAK YOURSELF AT THE HOMEBUYERS' CLUB MEETINGS

Free childcare, free dinner for you and the kids – no mess to clean up, nothing to prepare – it's all done for you. All you have to do is go to class! Topics include everything from how to get credit ready, to mortgage shopping, to how to keep your neighbors happy and much more!

The club is now held the third Thursday of every month from 6-8pm at the

Escalante Center, 2150 E. Orange St., Tempe. The Homebuyers' Club is open to all Family Self-Sufficiency participants whether you have been in the program a week or three years!

**Below is a portion of the upcoming calendar of events:**

March 23, 2006 Financial Fitness III  
Escalante Center — 6-8pm

April 1, 2006 FSS Participant Conference  
Financial Fitness IV  
Mesa Community College

May 18, 2006/Thursday  
Shopping for a Mortgage?  
Get Ready to Buy  
Escalante Center — 6-8pm

June 15, 2006/Thursday  
Community Resources That Help First-Time Homebuyers  
Escalante Center — 6-8pm

# SWEET SUMMER SCHOLARSHIPS FOR THE INCOME-ELIGIBLE

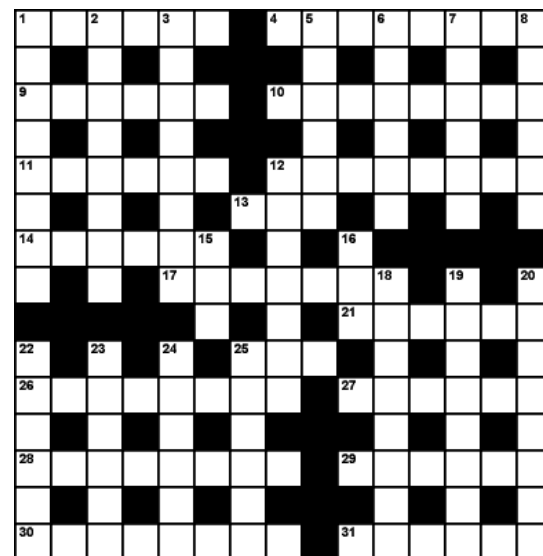
With increases in electric bills over Arizona's hot summers, it's no wonder there is nothing left to budget for kid's activities. Part of the reason the air conditioning is on is probably because a usually empty house is occupied with kids and their friends watching t.v. and playing playstation for eight hours a day while you're away at work. There is an answer to this summer woe. The

City of Scottsdale has a fee assistance program designed to extend parks and recreation programs to all low-income families. As long as you can provide proof of income for the past 45 days or a letter of assistance if unemployed, you could be eligible to receive an 85% discount off all program fees. Before summer hits, parks and recreation offer camps for spring break March

20th - 24th from 8am-5pm daily for children in 1st-6th grade, and costs only \$67 for residents; and \$100 for non-residents. Activities offered will include craft projects, sports, games, fitness, guest speakers and excursions. Children must bring their own lunch and drinks, and the camp will provide daily healthy snacks. Contact your FSSS for an application.- SC

# CROSSWORD

courtesy of



## Across

- 1 mouselike insectivores
- 4 web-footed rodent
- 9 coat pattern
- 10 mode of conduct
- 11 aquatic mink relatives
- 12 small night bird
- 13 honey\_\_\_\_\_
- 14 African wildcat
- 17 frisky fellows?
- 21 "Old \_\_\_\_\_"
- 25 baby bass
- 26 winged fish (2 words)
- 27 a mouse or rat
- 28 like house pets
- 29 forest-dwelling Madagascan lemur
- 30 pre-mating shows
- 31 fawn-colored dairy

## Down

- 1 prehensile-tailed fish
- 2 farm alarms
- 3 aquatic rodent
- 5 nocturnal
- Madagascan lemur
- 6 moves in mass
- 7 horned pachyderms
- 8 web-footed reptile
- 12 American wild pig
- 15 floppy-eared bunny
- 16 pig pen
- 18 long-eared Eurasian bat
- 19 Toronto's team
- 20 French spaniel
- 22 castrated
- 23 tropical Old World lizards
- 24 sneaky mammal?
- 25 related group

7515 E. First Street  
Scottsdale, AZ 85251

[http://www.scottsdaleaz.gov/  
Assistance/fss.asp](http://www.scottsdaleaz.gov/Assistance/fss.asp)

[http://www.scottsdaleaz.gov/  
Assistance/jobprep/default.asp](http://www.scottsdaleaz.gov/Assistance/jobprep/default.asp)

It is the policy of the City of Scottsdale not to discriminate against any persons on the basis of race, color, religion, age, sex, handicap, familial circumstances, or national origin. Persons with special needs for assistance in translation or who are handicapped should contact the Community Assistance Office at TTY/TDD (480) 312-7411.

## s u d o k u

The rules of **SUDOKU** are simple. Enter digits from 1 to 9 into the blank spaces. Every row must contain one of each digit.

Each **SUDOKU** has a unique solution that can be reached logically without guessing.

		5				7		
		6	1		3	9		
7				5				8
	8	3	9		7	1	6	
	2	1	8		4	3	9	
3				9				6
		7	5		8	2		
		8				4		



### JOB SEARCH BASICS

Take the fast track on the job search highway and get tips and tricks from an insider expert.

**First WEDNESDAY** of every month from 9 to 11 a.m.

**MARCH 1, 2006  
APRIL 5, 2006  
MAY 3, 2006  
JUNE 7, 2006**

Call (480) 312-0062 to reserve your space.

### RESUME SERVICE

Straight from the Gilbert location comes an Career Lab Coordinator to create a resume and assist with your job search.

**MONDAYS  
WEDNESDAYS  
8:30 a.m.--4:30 p.m.**

No appt is necessary.

### CSA HOMEOWNERSHIP WORKSHOP

Friday, April 21,  
from 4 pm to 8 pm  
Saturday, April 22,  
from 8 am to 4 pm.

Paiute Neighborhood  
Center, 6535 E.  
Osborn, Scottsdale

Call (480) 899-8717  
to reserve your  
space.

**RESUME WORKSHOPS EVERY OTHER THURSDAY FROM 10AM-NOON CALL (480) 312-0062**